



# **UNITED STATES COURT OF INTERNATIONAL TRADE**

**CASE MANAGEMENT/  
ELECTRONIC CASE FILES SYSTEM  
CM/ECF PRESENTATION**

# OVERVIEW OF CM/ECF EFFORT IN THE FEDERAL COURTS

# CIT CM/ECF PROJECT

- Court of International Trade decided to modernize and enhance its automated case management system
  - Court looked at variety of options
- Court based its development effort on the CM/ECF system the Administrative Office of U.S. Courts (AO) is developing for the district and bankruptcy courts

# FEDERAL COURTS CM/ECF VISION

- Next generation Case Management
- Transmittal of Electronic Document
- Retrieval of Electronic Document
- Electronic Document Management
- Electronic Docket Entries made by Attorneys
- Electronic Dockets
- Electronic Noticing
- Electronic Public Access

# CM/ECF VALUE-ADDED SERVICES

- Connectivity via the Internet
- Availability: 7 days by 24 hours
- E-Notification (within minutes)
- Reduction of duplicative data entry & filing
- Integration of docket, case file, case management, scheduling & noticing
- Real-time reporting & case queries
- Electronic public access



# CM/ECF STRATEGIES

- Simultaneously address legal, technical & policy issues
  - Judicial Conference of the United States – Federal Rules & National Policies
  - Technical Guidelines – National – AO
  - USCIT Procedures – USCIT Rules; Orders; Notices
  - Bar Seminars

# CM/ECF GOALS

- Provide CIT with new automated case management system that allows for:
  - Full paper to full electronic spectrum for filings, case files, dockets, schedules & notices
  - ECF capabilities (electronic filing & files)
  - Implementation of system in 2001/2002
  - Electronic access of public case related information

# JUDGE/COURT/BAR BENEFITS

- Availability of document at time of docket entry
- Immediate local and remote access
  - to dockets and documents
  - no waiting for manual retrieval of documents; just view & print
  - no lost files or documents
  - accessible from anywhere
- Automated case management
  - monitoring
  - calendaring
  - reporting



# ADDITIONAL BENEFITS

- Save time and expense
  - No courier costs, no postage costs, no photocopying costs
  - Easy & immediate retrieval
  - Easy notice to other counsel
- 7 days by 24 hours access and filing
- Eliminate electronic file to paper to electronic file



# HISTORY OF CM/ECF IN OTHER FEDERAL COURTS

## ■ Prototype Courts

### – U.S. District Courts (Civil Litigation)

- » Missouri – Western (Kansas City)
- » New York – Eastern (Brooklyn)
- » Ohio – Northern (Cleveland)
- » Oregon (Portland)

### – U.S. Bankruptcy Courts

- » Arizona (Phoenix)
- » California – Southern (San Diego)
- » Georgia – Northern (Atlanta)
- » New York – Southern (New York)
- » Virginia – Eastern (Richmond)

# HISTORY OF CM/ECF IN OTHER FEDERAL COURTS (continued)

- Currently in operation in 2 other District Courts
- Being implemented in 7 other District Courts
- Currently in operation in 5 additional Bankruptcy Courts
- Being implemented in 44 additional Bankruptcy Courts

# HISTORY OF CM/ECF IN OTHER FEDERAL COURTS (continued)

- 800,000 + cases in the CM/ECF courts
- 2,000,000 + electronic documents
- 9000 + attorneys actively filing in the CM/ECF courts

# HISTORY OF CM/ECF IN OTHER FEDERAL COURTS (continued)

- For further information on CM/ECF see:
  - [www.mow.uscourts.gov](http://www.mow.uscourts.gov)
  - [www.nysb.uscourts.gov](http://www.nysb.uscourts.gov)
- For further information on the CIT CM/ECF project see:
  - [www.uscit.gov](http://www.uscit.gov) - CM/ECF page

# THE E-LAWYER'S PERSPECTIVE

# HARDWARE/ TELECOMMUNICATIONS NECESSARY TO USE CM/ECF

- ✓ Personal computer with Windows
  - ✓ Minimum 486 cpu with sufficient harddrive and memory capacity
- ✓ Printer
- ✓ Access to the Internet
- ✓ Scanner to convert paper to PDF (optional)
- ✓ Proper network connections – internal and external

# SOFTWARE NECESSARY TO USE CM/ECF

- Word Processor
  - WordPerfect, Word or other standard commercial software for document generation
- Adobe Writer or other PDF writer (max. cost \$300)
  - To Convert Documents to Portable Document Format (PDF)
- Adobe Viewer (free)
- Web Browser (free)
  - Netscape 4.7 or higher

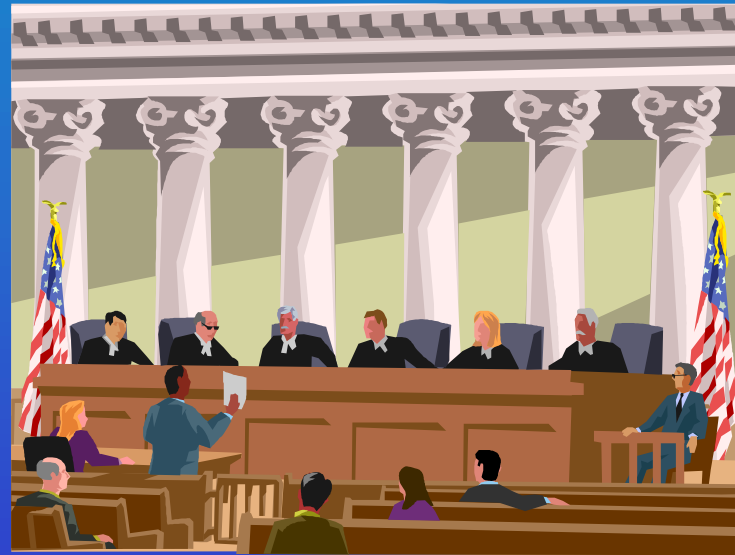


## CM/ECF INCLUDES:

- Use of the Internet
- Transmittal/retrieval of documents in Portable Document Format (PDF)
- Electronic docket entries
- Receipt of electronic notices of case events and documents (via e-mail)
- Ability to access case management information
  - Due dates
  - Reports
  - Calendar

# PREPARE FOR CHANGE

- Think less paper
- New process flows
  - Law firms
  - Government agencies
  - Clerk's Office
  - Chambers



# PREPARE FOR CHANGE (continued)

- Changing roles and responsibilities for staff
  - Who will do quality assurance?
  - Who will provide training?
  - Who will provide support to the Bar?
  - Who will transmit documents to the Court?
  - Who will do PDF conversion?
  - Who will control an attorney's password?

# PASSWORD

- Issued to practicing attorneys
- Registration form
- With a password:
  - Transmit/retrieve docket entries and documents
  - Access to various case reports and case queries
- Your password is your signature for documents transmitted via the Internet



# LAW FIRM/AGENCY RESPONSIBILITIES

- Storage of original documents
- Conversion to PDF (Scanning/Word Processing)
- Quality control (original and PDF Copy)
- Timing of filing
- Storage of electronically produced notice
- Service (To whom and how)

# ISSUES – LEGAL/RULES/POLICY

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- ITEMS UNDER CONSIDERATION BY THE COURT AND THE COURT'S ADVISORY COMMITTEE ON RULES
  - Signatures
  - Service of process
  - Fees
  - Privacy/Confidential information
  - Initial filing – summons/summons & complaint
  - Bar ID Number

# ISSUES – LEGAL/RULES/POLICY (continued)

- Official record & retention of paper
- Types of cases
- Voluntary v. mandatory participation
- Errors and technical failures
- Electronic noticing
- Electronic service



# FILING STEPS

- At law firm
  - Create document with word processor
  - Convert document into PDF format
  - Browse to the Court's Website via the Internet



## FILING STEPS (continued)

- Transmitting document(s) to the Court's CM/ECF system
  - Log on with password & ID
  - Specify case(s) for filing
  - Select docket entry from menus
  - Select party by (against) etc.
  - Append PDF document
- Done in 2-3 minutes – receive an acknowledgement of receipt from the Court